

# Student and Parent Handbook

Boise Valley Adventist School





## Mission Statement

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Our mission is to inspire students to:

- Reflect Christ's character,
- Achieve their highest intellectual potential,
- Serve others in Christian love, and
- Embrace healthful living in an environment where school, home and church unite to encourage a living relationship with God.

## Statement of Faith

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As a Seventh-day Adventist School we believe:

- The Holy Scriptures of the Old and New Testaments are the written inspiration of the word of God.
- That God is the ultimate source of existence and truth. The Bible is accepted as God's revealed will.
- There is one God: Father, Son and Holy Spirit, a unity of three co-eternal persons.
- God is the Creator of all things and has revealed in Scripture the authentic account of His creative activity.
- God provided the only means of atonement for human sin through His death on the cross so that those who, by faith, accept this atonement may have eternal life.
- By baptism we confess our faith in the death and resurrection of Jesus Christ and testify of our death to sin and of our purpose to walk in newness of life.
- The great principles of God's law are embodied in the Ten Commandments and exemplified in the life of Christ. They express God's love, will, and purposes concerning human conduct and relationships, and are binding upon all people in every age.
- God created a day of rest for His people. The 7th day Sabbath is a day of special blessing, fellowship, and communion with Him our Creator.
- We are God's stewards, entrusted by Him with time and opportunities, abilities, and possessions. We are responsible to Him for their proper use.
- The second coming of Christ is the blessed hope of God's people. The time has not been revealed and we are, therefore, exhorted to be ready at all times.

*Paraphrased General Conference of Seventh-day Adventists, 28 Fundamental Beliefs 2020*

# Philosophy

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Boise Valley Adventist School is a Christian school founded by Seventh-day Adventist church members of the Boise valley to provide a spiritually oriented education for their young people. A belief in the existence of a Creator is fundamental to the philosophy of the school.

We respect God's divine authority and recognize His intervention in human experience by endeavoring to reflect His image in our relationships. We believe that true education has to do with the complete development of the physical, mental, and spiritual powers of each student.

Ultimately, we would hope to prepare our students for the joy of service in this world and the world to come. To reach this ambitious goal we will strive toward the following objectives:

- To make fundamental Christianity relevant to our young people.
- To provide an environment conducive to the development of a Christian character.
- To inspire in students a sense of dedication and commitment to God and man.
- To establish behavioral patterns in harmony with natural laws governing physical, mental, and spiritual health.
- To encourage students to develop and apply logical reasoning processes in mental growth.

## What We Stand For

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**Spiritually** - An important objective is the spiritual guidance of our students. The administration, faculty, and staff recognize the daily pursuit of spiritual goals, using every opportunity presented during curricular and extracurricular activities to lead students.

**Academically** - We guide our students' intellectual gifts by promoting high academic standards, always remembering that each student is a unique creation of God. Our aim is to help our students realize their full academic potential.

**Physically** - Guiding the physical potential of our students is an integral part of our educational program. We realize the human body houses the Spirit and must be properly cared for to influence the world for God.

**Relationally** - It is our relationship with God that influences our relationship with those around us. If we are in proper relationship with God, then our relationships with others will be filled with love, patience, kindness, faithfulness, and self-control.

## Student and Parent Commitment

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It is our desire that the staff and parents, together, support the education of our students. BVAS is dependent upon parental support in prayer, volunteer work, finances, and encouragement. The home and school must both consciously cultivate a positive working relationship. As parents, you are the most important people in your child's life. Your influence is vital in helping your child succeed. Students need to know that we are working together for the success of their educational journey.

Students have responsibilities in the educational process that are critical to each one's success. Those responsibilities are to:

- Review and abide by the policies outlined in this Handbook.
- Accept personal responsibility for their learning, with the knowledge that they are accountable to God, self, parents, and teachers.
- Stay on task, complete all assignments, and persevere with difficult problems.
- Do their part to contribute to a positive school atmosphere, showing respect for teachers, fellow students, and their property.
- Strive to grow spiritually, applying biblical values in personal relationships, work assignments, and extracurricular activities.

In addition to students, parents also have responsibilities in the educational process that are critical to each student's success. Those responsibilities are to:

- Faithfully support the school through prayer and positive attitude.
- Commit to giving a good report by sharing any complaints or negative comments only with the people involved.
- Pledge to cooperate with BVAS to help their child have a positive experience.
- Accept responsibility for the education and training of their child.
- Review and abide by the policies in this Handbook.
- Commit to working closely with the teachers in all areas concerning training and education.

# Registration Requirements

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Boise Valley Adventist School is operated by the Seventh-day Adventist Church for its youth. However, if room is available, other students of good reputation, desiring a character-building Christian education, and willing to abide by school standards, will be considered regardless of religious affiliation.

An application for enrollment must be completed and returned to the school office with the registration fee of \$300. Applications will not be processed without the registration fee. Parents should plan and budget for the cost of Christian education and request financial assistance if necessary. Students may be tested to aid in selecting the proper grade for their success, if needed.

## All Students:

- Must be 5 yrs. old by Sept. 1 to enroll in Kindergarten and/or 6 yrs. old by Sept. 1 to enroll in 1<sup>st</sup> grade.
- Must provide a physical examination or health certificate from the family doctor.
- Must submit a report card and request for records transfer sheet if transferring from another school.
- Must submit a completed Application for Admission with \$300.00 registration fee.

## Pre-Enrollment Process (for new students only)

- Complete the screening packet (on site) for their grade level for grades 1-8.
- Provide 3 references (name and contact number) for the student for grades 1-8.
- Student may shadow the class for a designated length of time if desired.
- Student applications will be reviewed before admission is granted.
- Students subject to a minimum probationary period of 1 quarter (see below).

## Application Process (for new and returning students)

- Complete the General and Medical information.
- Complete the Permissions: internet/website, handbook, consent, p-up, field trip driver, motor vehicle, vehicle insurance.
- Complete the Parent Questionnaire.
- Provide updated immunization records, if applicable.

## Additional Application Process (for new students only)

- Provide immunization records or exemption form.
- Provide a copy of a state certified birth certificate.
- Provide a copy of the applicant's latest report card.

BVAS is a private school. Therefore, the school board and administration reserve the right to deny admission to anyone if it deems denial to be in the best interest of BVAS and its students. All registrations are tentative until voted on and passed by the BVAS school board. Probationary periods are a minimum of 1 quarter and subject to school board and administration review.

# Attendance

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Because attendance is an indicator of success in school and is necessary for maximum student learning, Idaho law requires any person between the ages of seven and sixteen to regularly attend school.

In compliance with Idaho Code 501.20, our attendance/tardy policy is as follows:

- All students are expected to be in class and on time every school day.
- Parents must communicate when a child will be absent. A lack of communication will be recorded as truancy.
- Excessive tardiness and/or absences may result in a denial of promotion.
- In habitual cases, parents will be contacted to resolve the problem.
- The student will be expected to complete assigned work in a period agreeable to the teacher(s).
- Students may not be allowed to participate in extra-curricular activities, field trips, or class rewards until the assigned work is caught up.
- Any child who accrues 10% of absences and/or truanicies will be referred to the School Board.
- Students who accrue fifteen (15) consecutive absences can be dropped from school.

**Absence** - It is the parents' responsibility to contact the teacher or the school office within the first hour of school. The only valid excuse for absence from public or private school, according to state law, is sickness or death in the family. An excused absence may be granted by a teacher if a parent notifies the teacher, in advance, of a medical appointment that cannot be made outside of school hours. All other absences will be considered unexcused.

**Truancy** - Any student who repeatedly violates the attendance regulations established in this handbook or any child whose parents or guardians fail to ensure their child is at school to receive instruction is considered truant. Therefore, a lack of communication regarding tardiness and absences will be considered truancy.

**Tardiness** - Students will be considered tardy if they are not in their assigned seats when classes begin. Excessive tardiness can result in poor academic performance and a child missing valuable instruction time. Late arriving students must obtain a tardy slip from the office before entering the classroom. See guidelines above for policies regarding accumulated absences.

**Leaving of School Grounds by Students** - Students are to remain on the school grounds during school hours unless permission to leave has been arranged with the teacher. Those leaving without permission may face disciplinary action.

# Curriculum

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Grades 1-8 will be taught the following classes:

- Bible
- Reading
- English
- Spelling
- Handwriting
- Mathematics
- PE
- Technology
- Music
- Art
- Science
- Social Studies

It is important that our students experience academic success, therefore, our program is designed for maximum student learning. The coursework in our curriculum is designed to prepare students to continue their education beyond their time at BVAS. Lessons include well-developed reading, writing, verbal, conceptual, mathematical, and study abilities.

Students are expected to maintain a minimum GPA of 2.0. If a student's GPA falls below the required minimum, students will be expected to re-do assignments to ensure understanding of concepts and bring up their grade. Students who end the year with an accumulated GPA below 2.0 may result in a denial of promotion or admittance the following year. Those in 8<sup>th</sup> grade may result in a denial to graduate.

Students may not be allowed to participate in extra-curricular activities, field trips, or class rewards until their GPA is raised to an acceptable level. In continuing cases, parents will be contacted to resolve the problem.

**Students with Disabilities** – Under the American Disabilities Act (ADA), any student with a disability has the right to receive services. On site, BVAS is equipped to aide students with speech and learning issues only. If a disability is detected in these areas, the teacher will work with the parents and public-school district to have the student assessed and target necessary resources for aiding the student in the learning process.

If an e-Learning Day is implemented, assignments will be distributed at the beginning of each school day with adequate instructions for completion. In addition, teachers will be available to students via email, an online learning environment, and/or telephone for questions or support until 4 p.m., if power and internet connectivity permit. Assignments must then be completed and submitted by the timeline specified in order to receive both academic and attendance credit for an e-Learning Day.

# Medical Information and Emergencies

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**Emergencies** - All addresses and telephone numbers should be kept current in the child's file. If the child is hurt or has an emergency, the following will be done:

1. If the injury is not serious, simple first aid will be given.
2. If the injury is serious or may require a doctor's attention, a parent will be contacted to pick up their child.
3. If necessary, 911 will be called and the child transported by ambulance to the nearest hospital.

**Illness** - For the health of your child and others, children who are ill should not be sent to school and should be kept separate from other students. Observable illnesses would include, but are not limited to, fever (101 degrees oral and 100 degrees armpit), diarrhea, and/or vomiting. In addition, students should not be sent to school if these symptoms were existent within the 12-hour period prior to the start of the school day.

If a child should become ill while in school, the child will be placed in the sick room for observation and care. If the student does not appear to improve, or their condition worsens, the parents or guardian will be notified.

The school should be notified if a child is diagnosed with or exposed to an infectious disease.

In return, parents will be notified if a child attending school has been diagnosed with an infectious disease.

**Immunizations** - All students must submit proof that immunizations are current (or an exemption form).

**Exemptions** - Idaho law allows a parent/guardian to claim an exemption from immunization requirements for their child for medical, religious, or personal reasons. All exemptions must be documented on the official State of Idaho form provided by the Idaho Dept. of Health and Welfare, Immunization Program.

**Lice** - Head lice are the second most common childhood ailment and can quickly be spread from child to child. Therefore, BVAS has a "No Live Lice, no Nit" policy which means that children are not allowed in school with nits (lice eggs) or lice in the hair. If lice or nits are discovered, parents will be contacted immediately and the child we will sent home for treatment. Once thoroughly treated, the child may return to school. This process may continue for up to 3 weeks to ensure there is no re-infestation.

In return, the school should be notified if a child is found with lice or nits so parents can be informed, and preventative measures can be taken. The child will then need to be treated before attending school.

**Medications, Drugs, and Nutrition** - We, at BVAS, believe our bodies are the temple of God and we are committed to caring for them in a responsible manner. Therefore, all medications or drugs, whether prescribed or over-the-counter, must be given to the teacher upon arrival in the morning. Medications will be kept in a secured area. If a child requires medication, it may be given at school if:

1. The medicine is in its original container, and
2. The child's name, dosage, and times of administration is clearly labeled.

Any medication or drugs not turned in to the office will result in a phone call to the parents and possible suspension.

A student who engages in the use or possession of alcoholic beverages, tobacco, non-prescribed narcotics, or harmful drugs jeopardizes his or her privilege of entering or continuing in school and will result in immediate disciplinary action.

## Conduct and Discipline

At BVAS, we strive to create a positive, welcoming environment that recognizes the God given worth of each child and the desire to serve others in Christian love. We are committed to making the safety of our students a priority and instilling morals and values that will aide students in their decision making. As part of this policy BVAS will endeavor to minimize situations where mistreatment can occur, reinforce concepts of personal boundaries, emphasize personal value, and show that each one has a choice regarding how others are treated.

**Personal Conduct** - Behaviors such as harassment, intimidation, and bullying are not acceptable. Therefore, it is our responsibility to help our students learn to respect others and to respect property, as outlined in our school policies within this handbook. A student who engages in any of the following jeopardizes his or her privilege of entering or continuing in school:

- Undermining the religious ideals or displaying a detrimental influence out of harmony with the standards and philosophy of BVAS.
- Uncooperative or disrespectful attitude displayed by the student or parents regarding school rules and principles.
- Using profane language, possessing or displaying obscene pictures, or indulging in lewd or suggestive conduct.
- Participating or committing any act that injures, degrades, disrespects, or disgraces a staff member or fellow student.
- Bullying through direct behavior including but not limited to hitting, taunting, and name calling, and/or indirect behavior including looks, exclusion, gossip, and cyber-bullying.
- Stealing, cheating, willful deception, or dishonesty.
- Possessing or using knives, firearms, explosives, or weapons of any kind.
- Using any object in a potentially harmful manner.
- Using alcoholic beverages, tobacco, non-prescribed narcotics, or harmful drugs, in any form or having them in one's possession.
- Violation of the student agreement signed on his/her application to attend BVAS.

- Additional misconduct not mentioned above may also be addressed at the discretion of the faculty. Proper conduct is expected at all school functions.

**Reporting Procedures** - Students who experience mistreatment from another exhibiting any of the above behaviors should report the incident to a staff member.

**Social Standards** - We recognize that while the Scriptures do not provide specific teachings regarding all social practices, they do advocate self-restraint. A friendly, wholesome association between males and females is expected. Students will maintain Christian standards of morality in their relationships and non-physical relationships between students are emphasized. Associations with students of the opposite sex should be in public areas at designated times. In addition, the behavioral and lifestyle standards of our students, teachers, and staff shall be in harmony with Christian values and the beliefs of the Seventh-Day Adventist Church.

**Disciplinary Procedures** - In the unfortunate occurrence that the preceding policies are not followed, the following disciplinary actions will be taken.

- 1) **Verbal Warning** - A verbal warning may be given by any member of the faculty or parents who are volunteering during school hours.
- 2) **Conference** – If verbal warnings do not produce results, a conference will be called with the parent, student, principal, and teacher. In addition, a formal apology letter will be written by the student, to be read aloud, to the offended party.
- 3) **In-School Suspension** - A suspension from the classroom will be given to allow the student time to make compensation for the offense. The student will be involved in giving back to the BVAS community through service. Additionally, if financial restitution is required, it is the responsibility of the student and the parents and must be paid before the child returns to the classroom.
- 4) **Off Campus Suspension** - The student will be suspended from BVAS at a minimum of one day.
- 5) **Dismissal** - The student will be dismissed from BVAS for the remainder of the school year with the option to reapply the following year.

**Disciplinary Notices** - A Discipline Notice may be administered for any of the preceding offenses. Discipline Notices are sent home with the student on the day of the incident. A parent or guardian signature may be required before the student is allowed to return to the classroom. If the Disciplinary Notice is not returned signed, the student shall be placed in in-school suspension until it is signed.

Note: Some behaviors such as drug use or possession, assault, sexual harassment, bullying, possession of a weapon, continual disruption and/or behaviors that undermine the religious ideals of our school may forego the disciplinary process and warrant immediate dismissal.

**Detention** - Detention is a discretionary disciplinary action that is available to the staff or designee to use when dealing with discipline. Detention may occur during lunch or after school. Parents will be notified when such an action is taken.

## Student Dress Code

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We believe there is a relationship between good dress habits, good work habits, and proper school behavior. A student's dress and appearance should be characterized by cleanliness, neatness, modesty, appropriateness and safety. Any type of attire or grooming which attracts undue attention and distracts from the educational process is not acceptable. Extremes in dress, style, or makeup are to be avoided as well as anything that is purposely suggestive or ungodly in influence.

Although the appearance of any student is primarily the responsibility of that individual and parents, we expect students to maintain the type of appearance that is not distracting or detrimental to the educational process. Our major daily concern is the salvation of students and not the policing of apparel.

Students who come to school without proper attention to personal grooming or appropriate dress may be asked to call their parents for a change of clothing, may be sent home to correct these concerns, or may wear a school-provided outfit. The administration reserves the right to make final decisions in regard to questionable dress or appearance.

Boise Valley is committed to reflecting Christ's character instead of drawing attention to ourselves. For this reason, our dress code reflects simplicity and modesty.

- Clothing should be clean, modest, and in good repair; free of tears and holes.
- Shirts must have a collar. Shirts may be long or short sleeved and can be striped, solid or patterned. Logos or emblems must be confined to a 1" square area. No text or graphics. A plain long or short sleeved shirt may be worn underneath the collared shirt for warmth when needed. Tank tops and/or sleeveless shirts are not allowed.
- P.E. attire will be worn in the gym, as directed by the teacher.
- Pants must be neat, clean, and well fitted. Skin tight pants, sweats, flannel/pajama pants, or pants that fall below the waist line will not be allowed. Leggings/jeggings are not to be worn as pants only, but are allowed under dresses, skirts or shorts.
- Shorts are permitted for school wear but must have a finished edge and must not be shorter than 2 inches above the knee, measuring from the top of the kneecap.
- Dresses or skirts are permitted for girls and must not be shorter than 2 inches above the knee, measuring from the top of the kneecap. Dresses must have a collar or have a collared shirt underneath.
- Hats are not to be worn inside the school building.
- Jewelry and conspicuous facial cosmetics are not acceptable. Earrings/studs are to be removed during school hours, at all school functions, and while on school premises. Clear spacers are allowed.
- Hairstyles that are of unnatural style and colorization are not allowed.

- Shoes must be worn at all times. Sandals must have an ankle strap. Flip-flops, skate shoes, ballerina spinners, and slippers are not allowed.
- Final interpretation of the dress code will be left to the discretion of the faculty. The dress code is in effect at all school functions.

## Financial Policy

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Stewardship is an essential Biblical concept for individual Christians and Christian organizations. Boise Valley Adventist School strongly encourages families to budget for the prompt payment of their school account. The financial responsibility incurred by the school while providing for students requires that tuition and fees be paid on time. Policies to ensure prompt payment are as follows:

**Registration Fee** - \$300 must be paid in full at the time of registration. All registration fees are nonrefundable. For 3-8 the registration fee is made up of the following charges: \$15 testing, \$120 textbooks, \$30 student insurance, \$30 library, \$25 technology, \$15 yearbook, \$50 regular field trips, \$15 processing.

For PK-2 the registration fee is made up of the following charges: \$115 copies and educational supplies, \$30 student insurance, \$30 library, \$25 technology, \$15 yearbook, \$70 regular field trips, \$15 processing.

**Tuition** - Tuition is the operation income for our school. Consistent and prompt payment is essential for the smooth operation of the school. Tuition is paid over 10 months with the first payment due at registration and the last due in May. Monthly statements will be issued by the first business day of each month.

There is a \$20 fee for all checks returned for insufficient funds.

If payment is made by the 15th of the billing month, a \$5.00 prompt payment discount will be applied to the account.

A 2.5% discount will apply when tuition, for the year, is paid in full at registration. A 2% discount will apply when tuition, for the semester, is paid in full.

**Past Due Accounts** - If payment is 60 days past due, it will be the responsibility of the parent to keep students out of school until the past due amount is paid. All days missed will count as part of the total days missed for attendance requirements.

All past due accounts will be taken to the school board for action that includes but is not limited to expulsion and collections. Students with unpaid accounts from previous years will not be able to enroll for the upcoming school year until past due accounts are paid in full. No school grades or records will be issued from the school office until all unpaid accounts are paid in full (ref: ID SB 1186). Accounts outstanding in other schools must be settled or arranged for before the student can be accepted unconditionally at BVAS.

**Transfer Requirements** - Parents of students transferring to a different school should report to the school office to clear their account. No transcript will be issued until payment has been made in full.

**Pro-rated Tuition** - When enrolling a student in the middle of a billing cycle, the tuition will be pro-rated based on the number of school days left in the month.

**Payments** - Payments can be made in the form of cash, check made payable to BVAS, or on-line through our website <http://www.bvas.org>.

**Outdoor School** – Outdoor School is generally a 3 night/4 day trip in October for grades 5-8 at Camp Ida-Haven in McCall, ID. This is an additional fee, outside of tuition and the registration fee. Exact fees will be communicated by the teachers.

**Gifts** - Tuition and fees do not cover the total cost of education for students. Boise Valley Adventist School depends on gift income from parents, alumni, and friends to make up the difference. By making a tax-deductible contribution (which qualifies you for an additional tax credit with the state of Idaho), you can help BVAS bridge the gap between tuition and operating expenses. These dollars make a great difference in our program. For more information contact the BVAS school board treasurer.

**Student Insurance** - The premium for student insurance is included in the entrance fee. Limited coverage is provided for any school sponsored activity, and while on field trips. Any accident and its outcome must be reported to the school office immediately to qualify for coverage.

**Financial Aid** - The local Seventh-day Adventist Church may provide financial aid. Students requesting financial aid must fill out an application that will be submitted to the local church board finance committee for approval. Priority will be given to students whose parents are members of a local Seventh-day Adventist Church. Students will be admitted only after approval and other appropriate financial arrangements have been made. Please inquire with the church pastor or the school office about an application.

**Fundraising** - As a private non-profit organization, BVAS does not receive any federal or state funds for its operations. Rather, programs are funded through student tuition, fundraising events, and charitable contributions from those who support its mission. We rely on various school fundraisers to meet our budgeted expenses and provide for additional activities and events for the students and families.

## Miscellaneous

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**Parental Support** - It is our desire that the staff and parents, together, support the education of our students. BVAS is dependent upon parental support in prayer, volunteer work, finances, and encouragement. The home and school must both consciously cultivate a positive working relationship. As parents, you are the most important people in your child's life. Your influence is vital in helping your child succeed. Students need to know that we are working together for the success of their educational journey.

**Visits & Conferences** - Teachers welcome classroom visits and conferences with parents. All visits and conferences should be arranged ahead of time. Drop-ins are discouraged as they can distract and impede the learning process.

**Volunteers** - We, at BVAS, are continually striving to maintain a safe environment for our students. Therefore, it is the policy of Boise Valley Adventist School, in accordance with the Idaho Conference of Seventh-day Adventists, that all volunteers, (before working with students in a direct and regular manner) will complete the online survey that will include, but not be limited to, a criminal and sexual misconduct background and driving record check, to be paid for by BVAS and the Idaho Conference.

The term "volunteer" is defined as any person not employed by the Idaho Conference of Seventh-day Adventists or by BVAS, who is in direct and regular contact with students currently enrolled at BVAS.

**Home/School Connection** – BVAS partners with the Home/School community to create a friendly environment where school age children can enrich their learning through participation at Boise Valley Adventist School. Participation in school sponsored activities will include a \$30/ yearly fee which will cover the cost of insurance. Activities include but are not limited to: fieldtrips, achievement testing, and participation in programs. In addition, there may be additional opportunities to participate so parents should sign up to receive e-mails for future fun activities.

**After-School Clubs** – Several After-School clubs are available for BVAS students and Home/School students to participate in. Check with the school office regarding clubs offered, age limits, days, time, and fees.

**Acceptable Use Policy for Internet at BVAS** - BVAS is committed to the use of computer technology as part of our curriculum. Computers are a tool which can help students more fully develop their potential and learning capacities. To aid in this process, we have developed an acceptable use policy to guide in the implementation and usage of computers at our school.

All students, teachers, staff, and parents are expected to treat the computers and software with respect. Should a problem arise, the user is to notify the computer instructor or the principal of the problem. Then appropriate steps can be taken to correct the problem.

Computer software is an integral part of the curriculum. Its purpose is either as a primary or reinforcing learning tool. Users are expected to leave all setups, configurations, class rosters or user statistics as they are. If any changes are necessary, they must be made in the presence of the computer instructor or the principal.

It is important to maintain appropriate copyright standards as well as to avoid possible virus contamination. No software or disks are to be brought from home for use within the school setting. Users are responsible for their actions while using school computers.

Students at BVAS will be accessing the internet for various curricular purposes. The school's internet provider will filter out most objectionable material. Still, the following uses of the internet by BVAS Students are not permitted:

- Accessing, uploading, downloading, distributing, or transmitting pornographic, obscene, sexually explicit, or violent materials.
- Vandalizing, damaging, or disabling the property of another person or organization.
- Accessing another person's material, information, or files.
- Revealing the address, personal phone number or other personal information of yourself or another student.
- Communicating a credit card, bankcard, or any other financial information.
- Downloading any file without permission from the teacher.

Any violation of the internet policy will result in the loss of computer privileges during the school year.

### **School Hours**

- Monday - Thursday 8:15AM - 3:25 PM
- Friday 8:15 AM - 12:00 PM
- Minimum Day (Early Release) 8:15 AM - 12:00 PM

For the safety of your child students should not be on school grounds before 8:00 AM as there is no student supervision at that time. Please be prompt in picking up children after school. Parents will be contacted for children not picked up within 10 minutes of the close of school day. Repeated violation may result in a conference with the parents.

**Arrival and Pick Up** – For the safety of your child, the only persons we will allow to pick-up a child are those whose names are indicated on the child's application, unless otherwise notified. It is crucial to also note who may not pick up your child. If necessary, staff may verify identification before a child is released.

**Before & After School Care** – Before & After School Care (BASC) is available to BVAS students on school days, including early release days. There is a \$50 non-refundable registration fee and space is limited. Students must pre-register, as this is not a drop-in service. However, BASC is available to all students age 4-12 on in-service days with advance notice. See the BASC Handbook for additional information regarding policies and registration. BASC fees and hours are as follows:

- Before Care: 7:00-8:00 am M-F (one-hour minimum charge regardless of time present)
- After Care: 3:30-6:00 pm M-Th; 12:00-6:00 pm F (2-hour minimum charge regardless of time present)
- Fees: \$50.00 – registration fee  
\$5.00/child/hour – for registered students  
\$1.00/minute – late pick-up fee beginning 6:01 pm  
\$10.00 – late fee for monthly payments made after the 15<sup>th</sup> of the month

**Cell Phones and Electronic devices** - BVAS is a Christian school that values honesty and integrity. To avoid temptations toward cheating and possible disruptions in the classroom, all cell phones and electronic devices (e.g., iPods, gaming systems and laser pointers) must be put away at the beginning of the school day. Students will not be allowed to use these devices without prior permission from the teacher. Use of these devices, during the school day, may result in disciplinary action at the discretion of the teacher. A good rule to remember is 'if a teacher can see it or hear it, they will take it.'

**Bikes, Scooters, or Skateboards** - These items may be used only to travel to and from school. They are not to be ridden during school hours or on school grounds.

**Risk Management** – Students are encouraged to leave personal property (not pertaining to the educational process) at home. However, the school is not responsible for lost or broken items that find their way onto school premises.

**Birthday Parties** - Birthday parties planned by the parent need to be arranged, ahead of time, with the classroom teacher.

**Unwritten Regulations** - All regulations considered and adopted for the smooth running of the school by the school board or faculty and announced to the students and/or parents have the same application as those published in this bulletin.

**Solicitation** - Boise Valley Adventist School does not allow any person and/or business to use school, student, or staff information for the purpose of solicitation if that person and/or business will receive compensation from the profits. No person may be contacted for advertising products and/or services even though the intent may be to compensate the school with a percentage of the profits. Direct funding from businesses (such as Albertson's Community Partner Cards) will be approved on an individual basis.

**Hot Lunch** - Students have the option of purchasing lunch from a variety of vendors one month in advance. Menus will be emailed and distributed to students and are also available in the school office. Lunch must be ordered and paid for in advance. The cost of lunch is dependent on the vendor price.

**Lost and Found** - Properly labeled items will be returned to the owner. A “lost and found” box is in the Commons area for misplaced items. Smaller or more valuable items will be turned in to the school secretary. Items that have not been retrieved by the end of each month will be donated to charity.

**Library Books** - Library books should be respected and handled with care. Upon loss or damage of books, a fee will be charged. The fee will be \$5.00 or the replacement cost of the same book (via Amazon, when possible). The student is not allowed to check out another book until the lost book is returned or replaced.

**School Sponsored Field Trips** - Many educational benefits are derived from regular field trips taken throughout the school year. Your child will be well supervised, and care will be taken for his or her safety.

**Gum Chewing** - Chewing gum is not allowed on campus unless specified by an individual teacher for a specific purpose.

**Grievance Policy** - If there is a complaint involving school matters, parents are requested to follow the steps outlined below. It is expected that all parties in a disagreement try to resolve their problems in every step of the resolution process, and that a spirit of cooperation be exercised in order to come to an understanding. It is the goal of BVAS to work together in Christ-like love to solve problems.

1. Speak directly to the person in question. Most misunderstandings can be resolved by this simple step.
2. If the problem continues, an unresolved grievance must be put into writing from both parties involved and given to the principal who will then meet with both parties to work toward resolution.
3. If the problem continues, the party (or parties) involved will request to meet with the Grievance Committee which will interview the parties and review all previous reports. The Grievance Committee will then work with the parties to achieve a resolution.
4. If the problem is not resolved by any of the above steps, any party may request that the issue be brought before the school board who will then meet with the parties involved and make a decision concerning the grievance.
5. If any party is not content with the School Board's decision, they may contact the Idaho Conference Superintendent of Education for further resolution.

## Emergency Plan—Procedures & Early Dismissal

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**Early Dismissal Procedure** - Parents will be alerted by phone regarding early dismissals. Students will be dismissed to parents as soon as possible. If parents are not available, the emergency contact listed on the student's admission form will be contacted and arrangements made.

Parents will be notified as soon as possible.

- **Ice and Snow Road Hazard** - Our school closes whenever the West Ada School District closes due to inclement weather. School closures will be called into 89.5 KTSY and posted on Facebook.
- **Sudden Onset of Severe Weather** - Parents will be alerted by phone.
- **Heat System Failure** - In an extreme contingency, the early dismissal procedure (listed above) will be followed.
- **Water/Sewer Failure** - Classes will be held in the Church Fellowship Hall if it is functional. If water/sewer is unavailable and will not be restored within a reasonable length of time, the early dismissal procedure will be followed.
- **Fire** - Occupants will be evacuated and parents will be notified of an early dismissal. The Fire Department will be notified of any incident regardless of its size.
- **Toxic Chemical Accident** – The Ada County Sheriff will be called for evacuation assistance. Parents will be notified of an early dismissal if advisable. Occupants will remain in the building for safety or elsewhere, if so directed by the sheriff.
- **Earthquake** - Occupants will remain in the building and take cover under desks or other suitable objects as appropriate. The building will be evacuated when intensity subsides and will not be re-entered until the structure has been checked to verify that it is stable. The early dismissal procedure will be followed, if necessary.
- **Apparent Serious Injury** - An ambulance service will be called, and the parents or guardian will be notified.

**Records** - In case of an emergency evacuation from the property site, the school staff will record the destinations and temporary guardians of all students and post the information at the school entrance, if possible.

**School Closure Procedure** – In the case of extreme illness or pandemic where a large percentage of the school is affected or absent, school will be closed, and an e-Learning Day will be implemented. See the e-Learning Day policy under the Curriculum section of this Handbook for details regarding e-Learning Days.